



For all San Diego Based SSC-SD employees, this is an update as of 1430 Saturday 15 September

All employees are expected to report to work as scheduled.

Public transportation and carpooling is strongly encouraged.

Supervisors are encouraged to approve alternate starting times from 0700-0900

Supervisors can also approve telecommuting and alternate work sites on a case-by-case basis.

In addition to the normal request and approval for leave, all employees are expected to report to their supervisor their daily work status not later than 1100 PDT. If you are not going to your regular place of duty for any reason, call or email your supervisor and provide your Name, your location, a phone number where you can be reached and indicate the reason, for example, travel, leave, telecommute, or alternate worksite.

If you have any questions, please call your supervisor, division head, or department office.

09/15/2001 3:59 PM